

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Recreation Coordinator	<u>Revision Date:</u>	02/14
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30604

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Division Head; the Recreation Coordinator plans, organizes, schedules, coordinates, and supervises Sandy City recreation youth and adult programs, classes, and special events so they meet or exceed the needs of the customer by providing excellent customer service.

III. Essential Duties:

- Organize participants and teams for each program or activity.
- Organize and set up tournaments, leagues, and clinics for each program or activity when offered.
- Provide rosters and schedules for coaches and instructors of each program or activity.
- Schedule facilities, parks, and fields used for programs or activities.
- Ensure a safe, clean, and well-ordered environment for programs and activities.
- Set and enforce rules of play and conduct for each program or activity.
- Advertise programs and activities by following department policy and provide program information and registration forms.
- Order uniforms, trophies, supplies, and equipment for each program or activity according to the City's purchasing policy and procedures.
- Maintain inventory of supplies and equipment; distribute and collect supplies and equipment to coaches/participants.
- Supervise the issuance, use, care, and maintenance of recreation supplies and equipment.
- Set-up and schedule photographer for team/individual pictures to be taken for each program, when offered.
- Recruit, hire, train, motivate, schedule, and manage site supervisors, officials, and instructors in their duties. Administer time card reporting, preparation, and submitting.
- Recruit, train and instruct coaches in their responsibilities.
- Prepare yearly budget for each program or activity and keep accurate records. Maintain them within budget limitations.
- Utilize Sportsman SQL software program.
- Maintain communication with other departments and divisions.
- Develop and incorporate new programs or activities not currently offered.
- Assist other recreation staff in conducting programs, activities, and special events as needed.
- Provide office support by responding directly to matters concerning routine office business; answering phones and interacting with the public as needed, and using excellent customer service skills.

IV. Marginal Duties:

- Report any safety, staff, or field/facility problems to Recreation Division Head.
- Monitor and evaluate success of current programs or activities.
- Assist in bid process for large orders of equipment, trophies, t-shirts, etc.
- Keep City Parks and Recreation facilities clean, organized, and safe.
- Participate in the Utah Recreation and Parks Association (URPA) and practice continuous learning through individual study, training, seminars, workshops, and conferences.
- Perform work duties carefully in accordance with department safety procedures and operate equipment correctly and report any unsafe conditions.
- Follow City/Department policies and procedures.
- Be available by phone during nights and weekends to assist onsite staff with circumstances during programming hours.
- Perform other duties as assigned.

V. Qualifications:

Education: A bachelor's degree in Recreation Management or a closely related field is required. May substitute an equivalent combination of education and experience

Experience: A minimum of two years as a recreation programmer or four years of closely related work experience is required. May substitute an equivalent combination of education and experience.

License/Certification: Must possess a valid Utah Driver's License; a valid Utah Commercial Driver's License (CDL) may be required within six months of hire unless position requires it immediately; must have current CPR and First Aid certifications or have the ability to obtain them within three months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Recreation programs and activities (in depth knowledge of sports preferred); principles of recreational programming required; productive leadership and supervisory skills required; proper use of English in spelling, and vocabulary (written and oral); knowledge of computer equipment and software preferred; knowledge of OSHA safety standards and other risk management principles.

Responsibility for: Monitoring the day-to-day operations of programs and activities, including making site visits, handling and resolving complaints, and ensuring that programs and activities have the needed staffing, materials, supplies, and equipment. Great responsibility for the care, condition and use of materials, equipment, money, tools, etc. Great responsibility for making decisions affecting the activities of people including responsibility for employees' motivation and satisfaction.

Communication Skills: Ability to communicate effectively using excellent written, oral, and listening skills to establish and maintain effective working relationships with employees and the public. Contact with other departments furnishing and obtaining information; contact requiring discretion and judgement to avoid friction; frequent contact involving the carrying out of programs, activities, and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data; frequent contact on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a telephone, and computer equipment and software (regular use of Sportsman SQL software program); frequent use of a copy machine and occasional use of a fax machine, calculator, and computerized scoreboard control panel. Need to have an understanding and ability to correctly use equipment for various sports and activities.

Analytical Ability: Organize, delegate, and establish meaningful goals; self-motivated with the ability to work independently; design, coordinate, and implement a variety of recreation programs and activities; work on assigned projects involving simple research and data collection; prepare reports and budgets. Must have ability to multi-task; manage time, stress, as well as demanding or difficult situations.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles equipment, objects, or controls and frequently communicates with others. Employee will sit or stand for long periods of time. Moderate physical exertion is present due to moderate bending, kneeling, stooping and standing. Some moving and lifting of heavy objects (up to 50 lbs.) is required.

Work Environment: Employee will work in a generally comfortable office setting with frequent field work in coordinating and directing programs and activities. The noise level in the work environment is usually minimal with periods of increased noise. Moderate mental pressure and fatigue exist during a normal workday due to deadlines and resolution of interpersonal conflicts. This position requires some evening, weekend and holiday work and may require reporting to work at different times and locations to serve customers during emergency conditions.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____